



**DEPARTMENT OF THE ARMY**  
**SEVENTH U.S. ARMY JOINT MULTINATIONAL TRAINING COMMAND**  
**UNIT 28130**  
**APO AE 09114**

AETT-SGS

1 May 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Open Door Policy (Command Policy Letter 1)

1. Mission accomplishment and taking care of people are my top priorities as Commander of the Seventh U.S. Army Joint Multinational Training Command. By listening and responding to the concerns of soldiers and civilians, the chain of command fosters an atmosphere that is essential to maintaining a command of excellence.

2. I encourage everyone to try to resolve problems at the lowest level possible. I recognize that there may be times when an individual is confronted with a problem that he or she believes must be addressed by someone outside his or her immediate chain of command. In those instances, I will do my best to provide a solution or make a decision that is in the best interest of the individual, the Seventh U.S. Army Joint Multinational Training Command, and the U.S. Army.

3. It is not necessary to receive approval from the chain of command before seeing me on open door matters, but soldiers should advise their chain of command, and civilians are encouraged to notify their supervisory chain of their intent to seek my assistance.

4. I will make myself available to discuss professional or personal concerns with any Soldier, civilian or their family members. My intent is to provide every means within this command for people to resolve their problems. Soldiers, civilians or family members desiring to see me on an open door policy should contact my secretary at 475-8306 and schedule an appointment.

A handwritten signature in black ink, appearing to read "D. Hogg", is written over the printed name.

DAVID R. HOGG  
Brigadier General, U.S. Army  
Commanding

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